

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**INSTITUTION MANAGEMENT SERVICES DIRECTOR**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future professional supervisory and management positions located within the Department of Health and Social Services, Division of Care and Treatment Facilities (DCTF), which function as Institution Management Services Directors. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Inclusions

This classification encompasses professional supervisory and management positions located within the Department of Health and Social Services, Division of Care and Treatment Facilities, which function as Institution Management Services Directors. Positions allocated to this classification administer and manage the business office, budget, stores, food service, housekeeping, maintenance, grounds, registrar/admission, communications, word processing, information technology, and a variety of other functions that are essential in operating a DCTF facility; and meet the statutory definitions of supervisory and management as defined in Wis. Stats. 111.81(19) and (13). Positions in this classification are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside of the Department of Health and Social Services or positions which do not function as Institution Management Services Directors.
2. Positions which do not meet the statutory definitions of supervisory and management as defined in Wis. Stats. 111.81(19) and (13).
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

## **II. DEFINITIONS**

### **INSTITUTION MANAGEMENT SERVICES DIRECTOR**

Positions allocated to this classification include: (1) Management Services Director, Winnebago Mental Health Institute: This position manages and administers the business office, budget, stores, food service, housekeeping, maintenance, grounds, registrar/admission, communications, word processing, purchasing, dietary, safety, security, laundry, power plant, and information technology programs for the institute, as well as shared services with the Wisconsin Resource Center; (2) Management Services Director, Central Wisconsin Center: This position manages and administers the business office, fiscal, budget, food service, housekeeping, repair and maintenance, information technology, personnel, payroll, and engineering programs for the institute; (3) Management Services Director, Mendota Mental Health Institute: This position manages and administers the business office, budget, fiscal, food service, housekeeping, maintenance, grounds, safety, security, power plant, communications, training/staff development, stores/canteen, new construction supervision, and information technology programs for the institute; (4) Management Services Director, Northern Wisconsin Center: This position manages and administers the business office, budget, fiscal, food service, housekeeping, maintenance, grounds, information technology, security, personnel, payroll, purchasing, stores, laundry, pharmacy and power plant programs for the institution; and (5) Management Services Director, Southern Wisconsin Center: This position supervises and directs the business office, budget, fiscal, food service, housekeeping, maintenance, grounds, information technology, pharmacy, stores and laundry programs for the institution.

## **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.